

# **What I Know How to Do in Microsoft Word 2013**

## **Program and File Management**

I know how to

- ☐ Open a word processing program
- ☐ Close a word processing program
- ☐ Save a document
- ☐ Open a saved document
- ☐ Create a new document
- ☐ Preview a document before printing
- ☐ Print a document
- ☐ Undo using the icon and the shortcut
- ☐ Redo using the icon and the shortcut

## **Word Processing Basics**

I know what

- ☐ A cursor is and how to place it where I need it
- ☐ Word wrap is and how to use it
- ☐ A soft return and hard return are
- ☐ A soft page break is
- ☐ A hard page break is and how to create one
- ☐ A ribbon is and how to change to a different ribbon

## **Basic Formatting**

I know how to

- ☐ Move through a document without using the mouse
- ☐ Delete a character at a time both left and right of the cursor
- ☐ Delete a word at a time both left and right of the cursor
- ☐ Bold, underline, and italicize using icons and shortcuts
- ☐ Un-bold, un-underline, and un-italicize
- ☐ Change the font style, size, and color
- ☐ Change the alignment using icons and shortcuts
- ☐ Identify if a document is using single, double, or triple line spacing
- ☐ Change the line spacing for an entire document or just a section of a document
- ☐ Convert text from uppercase to lowercase or other options
- ☐ Use the format painter to copy formatting to one or more items

## **Bullets and Numbering**

I know how to

- ☐ Set up a bullet list
- ☐ Choose a different style of bullet
- ☐ Change the style of just one bullet
- ☐ Add and delete items from a bullet list
- ☐ Set up an automatic numbering list
- ☐ Add and delete items from a numbered list
- ☐ Change the numbering style
- ☐ Restart numbering for a new numbered list

## **Page Formatting**

I know how to

- ☐ Change the left and right margins
- ☐ Change the top and bottom margins
- ☐ Change the orientation
- ☐ Center a page vertically (up and down)
- ☐ Correct a problem with a page that won't center properly
- ☐ Add a page border
- ☐ Add a watermark

## **Inserting Graphics and Objects**

I know how to insert a

- ☐ Symbol
- ☐ Picture
- ☐ Clip art
- ☐ Shape
- ☐ Word Art
- ☐ Chart
- ☐ Text Box
- ☐ File / Object
- ☐ Header/Footer

## **Formatting Graphics and Objects**

I know how to

- ☐ Change the text wrap of an object
- ☐ Move an object
- ☐ Adjust the size of an object
- ☐ Rotate an object
- ☐ Select more than one object at a time
- ☐ Arrange objects
- ☐ Align objects
- ☐ Distribute spacing between objects evenly
- ☐ Change the fill, outline, and effects of an object using the Drawing Tools Format ribbon
- ☐ Change the effects of a picture using the Picture Tools Format ribbon

## **Editing Documents**

I know

- ☐ How to move items within a document
- ☐ How to copy items within a document
- ☐ What a clipboard is and how long something will remain on the clipboard
- ☐ How to paste items from the clipboard using the icon and using the shortcut
- ☐ How to use the thesaurus
- ☐ How to use the spelling and grammar checker
- ☐ How to use the find and replace feature
- ☐ How to find the word/character counter

## **View**

I know how to

- ☐ Show or hide the ruler
- ☐ Change the zoom of a document
- ☐ Change the document view
- ☐ Switch between two documents
- ☐ View two documents side by side
- ☐ Copy and move items between two documents

## **Tabbing**

I know

- ☐ What a tab stop is
- ☐ Why I want to use tabs instead of spaces
- ☐ What default tab stops are
- ☐ Four different types of tab stops (left, right, center, decimal)
- ☐ How to set tab stops using the ruler and using the TABS window
- ☐ How to delete tab stops using the ruler and using the TABS window
- ☐ How to move tab stops using the ruler
- ☐ What leaders are
- ☐ How to set leaders
- ☐ How to use leaders

## **Indenting**

I know

- ☐ What it means to indent
- ☐ Four different types of indenting
- ☐ What each indenting marker looks like
- ☐ How to change the indentation of a selection using the indenting markers on the ruler
- ☐ How to identify  $\frac{1}{2}$ " and 1" on the ruler

## **Columns**

I know

- ☐ What columns are
- ☐ How to set up columns
- ☐ How to change the size of columns
- ☐ How to switch between the number of columns using section breaks (insert breaks)
- ☐ How to insert a column break

## **Tables**

I know how to

- ☐ Create a table
- ☐ Move from cell to cell
- ☐ Adjust column sizes
- ☐ Add rows at the bottom of the table and in between other rows
- ☐ Add columns at the end of the table and in between other columns
- ☐ Delete rows
- ☐ Delete columns

- ☐ Delete a table
- ☐ Merge and split cells
- ☐ Make some or all of the columns have the same width (distribute)
- ☐ Make some or all of the rows have the same height (distribute)
- ☐ Add shading to cells
- ☐ Change the border style
- ☐ Change the alignment of information within cells
- ☐ Change the text direction
- ☐ Change table properties
- ☐ Repeat header rows
- ☐ Sort within a table

## **Templates**

I know how to

- ☐ Create a new document from a template

## **Advanced Formatting**

I know how to

- ☐ Add shading
- ☐ Add a border to a paragraph
- ☐ Add font options
- ☐ Add text effects
- ☐ Insert a horizontal line
- ☐ Insert a vertical line
- ☐ Edit a header or footer
- ☐ Delete a header or footer

## **Report Formatting**

I know how to

- ☐ Insert page numbers
- ☐ Insert citations
- ☐ Insert a footnote
- ☐ Edit a footnote
- ☐ Delete a footnote
- ☐ Insert an endnote
- ☐ Edit an endnote
- ☐ Delete an endnote
- ☐ Create an automatic bibliography after inserting citations
- ☐ Mark headings using Styles
- ☐ Create an automatic table of contents after using Styles
- ☐ Create a title or cover page for a report